

## **APPENDIX A: Coronavirus Relief Registered Apprenticeship Incentive Fund for post-secondary institutions and healthcare providers Guidance**

Please review the following guidance when preparing your grant application in IowaGrants.gov. The application gathers general information, narratives, budget information, and attachments. Each section includes prompts that must be addressed.

### **General Information**

Complete Cover Sheet - General Information. On this form, applicants will enter basic information about their organization including:

- Contact information of your organization's Authorized Representative
- Contact information of your organization's Fiscal Officer/Agent
- Identification of County(ies) participating, involved or affected by the proposal
- Identification of Congressional District(s), Iowa Senate District(s), and Iowa House District(s) involved or affected by the proposal.

Complete Project Information. On this form, applicants will enter basic information about their application including:

- Legal Organization Name
- Organization type (Government, Nonprofit, Institute of Higher Education, Business, etc.)
- Business Address
- Contact information of person for program matters
- A descriptive project title
- Your project's proposed start and end dates
- Estimated grant funding

### **Executive Summary**

Provide a brief summary (limited to no more than 3 paragraphs) that identifies and describes the:

- Applicant
- Anticipated goals and outcomes of this project
- Towns to be served including certification of local impacts of pandemic on individuals, industries, economy, community, etc.
  - Geographic region and community(ies) to be served
  - Partner organizations

## Project Design

- Describe the proposed project, including if this is a new or existing Registered Apprenticeship.
- Include an outline of a proposed project timeline with key milestones.
- Identify which high-demand job(s) the project intends to support or industries adversely affected by the pandemic that you seek to assist. Describe your justification for determining the job(s) as high-demand (State Workforce Board high-demand job list, regional community college list, linked to locally identified high-demand jobs as demonstrated by statewide or regional data, etc.).
- Describe the demographics of participants including those whose employment has been affected or eliminated because of the pandemic. Identify a number and percentage goal for engagement of students or learners whose jobs have been affected by COVID-19, veterans, reentering citizens, underrepresented communities including minorities, women, lowans with disabilities and low-income lowans.
- Recruitment plan to enroll apprentices.
- Describe the need for the project and how it will lead to increased skilled workers to fill high- demand job(s), specifically addressing ways the project will assist the local area in the recovery from the pandemic.
- Describe key partners, roles, responsibilities and how they will contribute to the success of the project.
- Describe how the project's goals tie to the larger Future Ready Iowa goal.

## Goals and Measurements

- Identify proposed project goals and how the goals will be measured.
- Clearly identify key performance measures including outputs and desired outcomes. Examples include:
  - a. Recruitment of partners

- b. Identification of needed equipment, tools, curriculum etc.
- c. Date by when Registered Apprenticeship Application is submitted
- d. Date when program will launch
- e. Number of participants enrolled
- f. Number of participants whose employment was affected by or eliminated due to pandemic enrolled
- g. Number of participants from an underrepresented population enrolled

## **Organization Capability Narrative**

- Describe the related experience of the applicant and partners (if applicable) responding to the funding announcement including previous collaborative projects. Subcontracting to implement the program will not be permitted.
- Provide information about the applicant's size, structure, as well as the length of time in business, identify name and contact information of chief financial officer.
- Include a list of the applicant's staff, including partner staff, to be assigned to the project. Describe the role each staff person will fulfill as well as the primary person who will serve as the lead point of contact for the project to IWD. Include a description of relevant work experience.

## **Budget Narrative**

- Complete the budget narrative form. Ensure totals reconcile with the amounts included on the Project Information form.
- Complete the Budget Narrative (see Appendix E for a template) to describe your plan to utilize funds and the Coronavirus Relief Fund Employer Innovation Fund grant. Include a description of proposed costs and an overview of how budgeted costs are calculated. Upload the completed Budget Narrative form in the Application Attachments section.

## **Application Attachments**

Upload the following in the Attachment section in IowaGrants.gov:

- Letters of commitment from key partners (combine and upload as a single PDF document)
- Completed Budget Spreadsheet form (Appendix E)

## **Minority Impact Statement**

Pursuant to 2008 Iowa Acts, HF 2392, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa must include a Minority Impact Statement. This requires applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups. This form includes a series of questions for the applicant to complete identifying either a potential positive impact, negative impact or no impact.